



## **EMPLOYMENT OPPORTUNITY**

### **Environmental Planner 5 - Wildlife Areas HCP Project Manager**

**\$4562.00- \$5985.00 Range: 63**

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**Recruitment # 994-08 Opens: April 16, 2007 Closes: May 30, 2008**

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#### **Job Summary**

In the Wildlife Program, Lands Division, this position reports to the Lands Division Manager. The primary duty station is the Natural Resources Building, Olympia, Washington. This position provides project planning, organization and coordination for the development of a Habitat Conservation Plan for the Department's Wildlife Areas, 900,000 acres of owned and controlled lands managed for fish and wildlife and related recreation. Duties include liaison with policy and technical staff, other state, local and federal agencies, the tribes, the business and environmental communities and citizens. Principal objectives and activities include:

- Completing the Wildlife Area (WLA) Habitat Conservation Plan (HCP); developing objectives, tasks and budget detail for the activities identified in the grant request
- Managing the WLA HCP grant contract and budget and 2-3 project staff
- Developing and managing project sub-contracts, such as for field surveys, as may be necessary to meet grant objectives
- Facilitating written and verbal communication between project policy and technical staff and intra-and inter-agency committees and citizen forums
- Organizing intra-and inter-agency committees and forums to develop and review WDFW land management activities and practices, and their affects on species and habitats on lands owned and controlled by WDFW
- Overseeing the development of a GIS inventory of WDFW owned and controlled lands, including habitats and species and management practices
- Compiling and recommending management practices for all future WDFW land management activities to ensure compliance with the terms and conditions for the HCP
- Compiling and submitting the proposed HCP and associated SEPA/NEPA documents for approval by the federal agencies

#### **Working Conditions**

Duties are performed primarily in an office setting, with occasional travel (approximately 10%) for meetings. Work hours are 8:00 to 5:00 Monday through Friday.

#### **Qualifications and Competencies**

For this senior planner position, a Master's degree with major emphasis in land use, urban, regional, environmental or natural resource planning, landscape architecture, geography, environmental law, public administration with an environmental emphasis, or closely related field and five years of professional experience in land use, urban, regional, environmental, or natural resource planning, or program development is required.

Qualified applicants will be considered based on their experience, knowledge and skills in the following areas:

- Knowledge of natural resources land management issues including dryland and wetland habitat restoration activities, forestry, range management, dryland and irrigated agriculture, and public recreation management
- Verbal and written communication skills for presenting information to groups to increase understanding and/or acceptance of ideas/actions; preparing written or giving verbal reports of findings or recommendations (e.g. presentations)
- Skills in facilitating meetings of groups of people to make decisions, solve problems, or develop plans; meeting with people to identify areas of common interest and develop collaborative relationships
- Writing instructional materials for protection of fish, and wildlife and their habitat; developing plans and strategies for implementing a major program, and for public outreach/advocacy concerning conservation and protection of fish and wildlife and their habitat
- Proven planning skills
- Knowledge of the federal Endangered Species Act and Habitat Conservation Planning processes is a plus
- Demonstrated project management skills and working knowledge of Microsoft Project or similar planning software

### **How to apply**

**This recruitment will close on or before May 30, 2008. Applications will be reviewed and interviews held as qualified applicants are identified, and the position may be filled prior to this closing date. Therefore, you are encouraged to submit your application materials as soon as possible.**

In addition to a state application, please include a resume and a statement of how you meet the qualifications and desired competencies. Include one significant example of your writing ability (such as a technical report or a policy report you prepared or directed). When discussing your qualifications and competencies specify project titles and provide a brief description of goals and scope, who was involved, and your role.

Submit a completed state application and separately attach a detailed resume or cover letter that specifically shows how you meet the qualifications and competencies listed above.

Send your application materials to: Margaret Gordon, Recruitment Specialist  
Human Resource Office, Department of Fish and Wildlife,  
600 Capitol Way North, Olympia, WA 98501-1091  
Fax (360) 902-2392

Or deliver in person to our Human Resources Office in the Natural Resource Building,  
5<sup>th</sup> Floor, 1111 Washington St. SE, Olympia, WA.

Or by e-mail to: [gordomgg@dfw.wa.gov](mailto:gordomgg@dfw.wa.gov)

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**The Department of Fish and Wildlife is an equal opportunity employer. We strive to create a working environment that includes and respects cultural, racial, ethnic, sexual orientation and gender identity diversity. Women, racial and ethnic minorities, persons with disabilities, persons over 40 years of age, disabled and Vietnam era veterans and people of all sexual orientations and gender identities, are encouraged to apply. Persons needing accommodation in the application process or this announcement in an alternative format may call (360) 902-2276 or the Telecommunications Device for the Deaf (360) 902-2207.**